

Spring/Summer Registration

Redmond Residents:

Begins Monday, March 29

(Those residing or *working within city limits.)

Non-Residents:

Begins Monday, April 5

(Those residing outside Redmond city limits.)

For 50+ Programs, call 425-556-2314.

Note: Early registration will not be accepted. Be sure to indicate if you work in Redmond City Limits before you register. *Family members are eligible for the resident rate.

Here are your registration choices:

PHONE-IN



By VISA/MasterCard ONLY!
\$10 Minimum
Phone - 425-556-2300
9am-2pm and 5-8pm
Monday - Friday
10am-1pm Saturdays
Fill out registration form
before calling.

MAIL-IN



First come, first served.
Send form & payment by
check or credit card to:
CITY OF REDMOND
Parks & Recreation Department
MS: ORSPK
PO Box 97010
Redmond WA 98073-9710

WALK-IN



Monday - Friday 8am-8pm
Saturday 9am-1pm
Recreation Office
Old Redmond Schoolhouse
Community Center
16600 NE 80 Street
or
Utility billing night deposit
box at City Hall -
15670 NE 85 Street

FAX



For 24-hour
convenience:
425-556-2303
With VISA/MC
Please print clearly.
(See mail-in/fax
information below.)

ON LINE www.redmond.gov

To receive access to our on-line registration system, fill out the Account Request form under Redmond Parks and Rec OnLine at www.redmond.gov. You will receive e-mail confirmation that your account is set up usually within 24 hours.

- ◆ Have your PIN, Client ID, and credit card handy. Log in to the system and make your selections. Follow all directions.
- ◆ Print a receipt – there may be additional important information about the class.
- ◆ Some classes are not available online; please use an alternative registration option.
- ◆ On-Line registration begins at 12am on the first day of registration. Beat the rush and avoid long hold or wait times by registering on-line.



Registration Procedures

Mail-In/Fax Registration:

- ◆ Separate checks (mail-in) are requested for ALL preschool-age classes.
- ◆ Please list all acceptable alternate classes on the form. If your first choice is not available, you will automatically be placed in your alternate selection. **Check your confirmation receipt!**
- ◆ Waiting Lists: If class/es requested are full, you will be placed on a waiting list.
- ◆ Payment due with registration. Checks, Visa, MasterCard. **PLEASE DO NOT MAIL CASH!**

General Policies & Procedures

- ◆ One family per registration form (photo copies okay)
- ◆ Pre-registration required for all programs; no in-class registrations will be accepted.
- ◆ Register early before classes are filled or cancelled.
- ◆ Classes will be cancelled if enrollment is low prior to the beginning of the class. **DON'T WAIT TO SIGN UP!**
- ◆ For phone, mail, faxed registrations confirmation receipts are mailed. Call if you don't receive one, 425-556-2300 press 3. Print a confirmation receipt yourself with OnLine registration.
- ◆ **Refund policy**, page 57.
- ◆ For Farrel-McWhirter Preschool Refund Policy, see Preschool Parent Guide.
- *◆ Work residency rates apply to non-resident employees who work inside Redmond city limits. **Family members are included.**
- ◆ Visitation or observation of classes is not encouraged, because drop-in attendance can affect the quality of the class experience for registered participants. In some cases, with prior approval of the program administrator, we can make an exception. Please direct inquiries to the Recreation office, 425-556-2300.
- ◆ Photographs and videotapes may be taken by staff for future publications.

A Note to Parents:

In hardship cases, please make a confidential contact with the Recreation Office Supervisor, 425-556-2300.

For More Information Please Call 425-556-2300.



Registration Form –

For More Information Please Call 425-556-2300. Fax 425-556-2303

Mail to: **Redmond Parks & Recreation, MS: ORSPK, P.O. Box 97010 • Redmond, WA 98073-9710**
 Make checks payable to City of Redmond (Only one family per form. Photocopies are accepted)

NAME

Adult Last: _____

Evening phone: () _____

Mailing Address _____

City _____

First: _____

Day phone: () _____

E-mail: _____

Adult who works in city limits: _____

State _____ Zip _____

PARTICIPANT NAME	BIRTHDATE	PROGRAM NUMBER	PROGRAM NAME	FEE	PROGRAM NO. OF ACCEPTED ALTERNATIVES
				1.	2.
				1.	2.
				1.	2.
				1.	2.
				1.	2.
				1.	2.

WAIVER OF LIABILITY

ALL participants are requested to sign the following release. Parents or guardians must sign for minors. I/We assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless City of Redmond Parks and Recreation Department, park supervisors, instructors and persons transporting myself or my/our child for any claim arising out of any injury to myself or my/our child.

Signature(s) _____ Date _____

Total \$ _____

If your first choice is full, you will automatically be registered in your alternate. Please check your confirmation card.



☐ MC



☐ VISA

Credit Card Information

Card No. _____

Exp. Date _____ Signature _____

REFUNDS:

To qualify for a refund, the participant must notify the Recreation Office at 425-556-2300 within the following timelines:

- For Farrel-McWhirter Preschool Refund Policy, see Preschool Parent Guide, available at the Recreation office.
- For all other classes, withdrawals requested 7 days or more from the first day of class would receive a full refund, less a \$5 administrative fee.
- Withdrawals made between 7 days, up to the second class meeting will receive a 50% refund. Exception: one day classes will not be refunded after the class meets.
- No refunds processed after the second class meeting. By withdrawing from a class several days prior to its start date, you help us provide better customer service. We are better able to either fill your spot or notify other registrants in a timely manner that the class is canceled due to low enrollment.
- No refunds for events requiring tickets. Events that follow the no refund/transfer rule will state so in their advertisement.
- Transfers will be granted within the above guidelines; however, transfer fees may be assessed.
- If the Parks and Recreation Department cancels a program, a full refund will be issued.

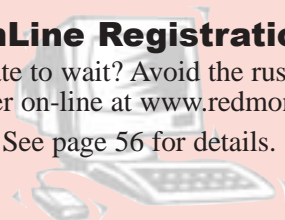
Resident Registration Priority

The City of Redmond has established a policy giving registration priority to residents living or working within the Redmond city limits. The city limits weave along NE 116 St. on the north and approximately 186 Ave NE on the East. The western boundary weaves along 132 Ave NE until Bridle Crest Trail (NE 60th) then goes east to 148 Ave NE. The southern boundary varies. All 98053 zip codes are outside the city limits, as well as some 98052 zip codes.

See page 40 for registration instructions and timelines.

OnLine Registration

Hate to wait? Avoid the rush!
 Register on-line at www.redmond.gov
 See page 56 for details.



Facility Rentals:

A refund, less an administrative fee, will be given if the reservation is cancelled within the time limit stated on the rental contract. Specific flyers are available for each rental site with the cancellation/refund policy stated.

If the **Parks Department** cancels a program or reservation, a **full refund or credit** will be issued.